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**Environment, Health, & Safety  
Training Program**

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**EHS 64 ~ Office Safety Essentials**

**Course Syllabus**

**Subject Category:** Ergonomic Safety  
**Course Length:** 1.5 hours  
**Schedule:** TBD  
**Location/Time:** TBD

**Course Prerequisite:** No  
**Medical Approval:** No

**Course Purpose:** This course is designed to provide employees, who predominantly work in an office setting, an orientation to workplace safety. An office environment can expose an employee to a variety of subtle to overt hazards; it is important to be able to recognize such hazards and take the necessary steps to report and mitigate them.

**Course Objectives:**

- Learn to understand, recognize, manage and abate office-related work hazards
- LBNL EH&S Policy
- Integrated safety management process
- Computer ergonomics
- Manual materials handling/lifting
- Fire safety
- Electrical safety
- Emergency preparedness
- General housekeeping
- Stress management

**Course Instructional Materials:**

- PowerPoint Presentation
- Video

**Instructor:** Jeffrey Chung or Kan Tung

**Training Compliance Requirements:** 8CCR 3203

**Course Participant Handouts:**

- Copies of PowerPoint Slides
- Safety Literature

**Participant Evaluation:** Written evaluations regarding the effectiveness of the trainer, the training and the visual aids.

**Written Exam:** No

**Practical Exam:** Field exercise/practicum on observation techniques.

**Retraining/Recertification:** No

**WEB Resource:**

